

September 20, 2011

The Board of Commissioners held its regular meeting of Tuesday September 20, 2011, in the Forand Manor Conference Room – at 4:00pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Public Comment/Resident Concerns**
- 4. Approval of Minutes of Previous Meetings of July 20 and August 2, 2011**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 7. Discussion – 10/01/11 – 9/30/12 Fiscal Year Budget**
- 8. Architectural/Engineering Service – Bid Award**
- 9. Legal Proposal – Interviews and Possible Award of Contract**
- 10. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:**
 - Personnel issues and potential litigation**
- 11. Any new business to come before the Board**

12. Adjournment

The meeting was called to order at 4:05pm by Chairman, Julio Castillo.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Julio Castillo, Chairman	Alice Bociek,
Commissioner	
Gladys Burns, Vice Chairperson	
Neil Flynn, Commissioner	
Ray Marcaccio, Attorney	
Tina Sullivan, Executive Director	
Paula Llera-Delgado, Administrative Assistant	
Others in attendance	
David Dumas, Maintenance	
Sharon King, Director of Housing	
Bridgett Duquette, Finance Manager	
Aimee Tortolano, Resident Service Coordinator	
Viana DeCastro, Section 8 Manager	
Dan Robillard, Fee Accountant	

Public Comment/Resident Concerns

Chairman Castillo welcomed those in attendance to the meeting of the Board of Commissioners. Chairman Castillo asked if there were any public comments or concerns. There being no public comments or concerns, Chairman Castillo moved to the next topic on the agenda.

Approval of Minutes: (7/21/2011 & Special Meeting 8/2/2011)

Chairman Castillo asked if there were any questions or concerns regarding the minutes of:

7/21/2011 & 8/2/2011

There being no questions or concerns a motion was made by Commissioner Flynn to approve the minutes as written. This motion was seconded by Vice Chairperson Burns and carried by all present.

Executive Summary

Executive Director Sullivan explained that the Housing Authority will be going through another physical inspection with PHAS on the following dates to complete the inspections as required by HUD:

- Wednesday, October 26, 2011 – Wilfrid Manor

- Thursday, October 27, 2011 – Forand Manor

The Authority has inspected all units at each development and continues to inspect the common areas as well.

A consultant has been hired to audit 10% of the Public Housing and Section 8 tenant files. The consultant will provide the Authority with a report similar to HUD's audits. This will allow the Authority to fix any and all deficiencies that we may have and highlight areas of training that may be needed.

Executive Director Sullivan explained that the Authority has received word on 9/14 that it was not a recipient of the ROSS Grant. Only one agency in the State received funds. Providence received \$700,000.00.

The Authority has requested a debriefing with HUD as it seems unusual that only one agency would receive such a large amount of funds. Also, Senator Whitehouse was extremely upset as well and is trying to find out more information. The Authority is looking at ways to make cuts in other areas so that the RSC can remain on staff.

As a requirement for the Public Housing Clerk position, PH Clerks have six months from their date of hire to receive a Leasing and Occupancy Certification. Ana Crespo will be taking this course in October.

Executive Director Sullivan stated that she has been nominated for the Professional Development Committee for NAHRO; the requirements are to attend at least 3 of the NAHRO meeting per year. Commissioner Castillo asked for a copy of the upcoming NAHRO agenda.

Executive Director Sullivan expressed many thanks to those employees that went over and above their means to assist the residents during Hurricane Irene.

Chairman Castillo asked if there were any comments or concerns regarding the Executive Summary report. There being no questions Chairman Castillo asked for a motion. Vice Chairperson Burns made a motion to accept the consent agenda. Seconded by Commissioner Flynn and passed by all.

Consent Agenda

Executive Director Sullivan spoke about generating more income for the Housing Authority, with purchasing local property as a Non-Profit, seeking assistance from our local banks/Credit Unions.

The Housing Authority continues to have a problem with rats outside of the buildings. Rats are digging holes from the sewer out to the street. No rats were reported in the building. The Authority

continues to treat the holes and rats as necessary.

Chairman Castillo asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Castillo asked for a motion. Vice Chairperson Burns made a motion to accept the consent agenda. Seconded by Commissioner Flynn and passed by all.

Fiscal Budget 10/01/2011 – 9/30/2012 – Discussion

Dan Robillard, Fee Accountant explained some of the budget cuts in order to maintain upcoming fiscal Budget. The Housing Authority must eliminate the (2) part-time workers, reduced the Resident Service Coordinator's weekly hours from 35 to 30, maintenance call back hours reduced from 2 to 1, and reduce the hours that the Security Company is here during the week, and also to implement deductibles for employee health Insurance. After much discussion Chairman Castillo asked if there were any questions or comments. Attorney Raymond

Chairman Castillo asked for a motion to amend the agenda, due to a budget deadline date of October 1st 2011 and issue a resolution, and pass the proposed fiscal budget. Commissioner Flynn made a motion to amend the Agenda, and pass the proposed fiscal budget and resolution, seconded by Vice Chairman Burns, and passed by all.

Chairman Castillo asked for a motion to pass the proposed fiscal budget/resolution. Commission Flynn made a motion to vote and pass the proposed fiscal budget and resolution, seconded by Vice Chairman Burns, and passed by all.

Architectural/Engineering Service – Bid Award

Executive Director Sullivan explained that there were (5) Bids received, and one out of the five was disqualified. Executive Director Sullivan supplied the board with a copy of each proposal, and also spoke about each individual company. Executive Director would like to recommend that the Board of Commissioners approve, and award the A/E bid to Architectura.

After much discussion Chairman Castillo asked if there were any comments or concerns regarding bids. There being no questions Chairman Castillo asked for a motion to approve the bid.

Commissioner Flynn made a motion to approve the bid for the Architectural/Engineering Service as a 2 year contract, and award the services to Architectura. Seconded by Vice Chairperson Burns and passed by all.

Legal Service Proposal – Interviews and Possible Award of Contract

Executive Director Sullivan explained that the housing Authority has received (2) two bids for the Legal Service, Oliver & Marcaccio, LLC, and LSG. Executive Director Sullivan supplied the board with a copy of each proposal, and an outline of questions for the interview process. After much discussion with during the interview process, the board of commissions unanimously voted to remain with the current company Oliverio & Marcaccio, LLC.

Chairman Castillo asked if there were any comments or concerns regarding bids. There being no questions Chairman Castillo asked for a motion to approve the legal bid.

Commissioner Flynn made a motion to approve the bid for the Legal Service as a 2 year contract, and award the Legal Service to Oliverio & Marcaccio, LLC. Seconded by Vice Chairperson Burns and passed by all.

Executive Session

Chairman Castillo requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1& 2 at 5:25pm. A motion was made by Commissioner Flynn and second by Vice Chairperson Burns.

A motion was made by Vice Chairperson Burns to come out of Executive Session at 6:20pm and that the minutes of Executive

Session remain closed and sealed. This motion was seconded by Commissioner Flynn and passed by all present.

Chairman Castillo requested permission to enter into regular session at 6:20pm.

There being no further business to come before the board, a motion was made by Commissioner Bociek and seconded by Vice Chairperson Burns to adjourn the meeting at 6:21 pm. The motion was carried by all.